



Title: Supported Employment Specialist

Classification: FT, hourly, non-exempt

Summary: Carries out the services of the SE Program through Individualized Placement and Supports (IPS) Supported Employment by assisting clients obtain and maintain employment that is consistent with their vocational goals.

Required Experience Qualifications:

- BA/BS in relevant field or equivalent experience
- Completion of the Kentucky SE CORE Training Series required either by time of hire or as soon as possible within 6 months after date of hire
- Maintains annual education requirement to provide Supported Employment Services in the State of Kentucky

Skills and Knowledge Required

- Experience working with people with serious mental illness, experience providing employment services, and knowledge of the work world are required.
- Sensitivity to people struggling with mental health and substance use diagnosis
- Well organized, detail oriented, and good time management skills
- Strong interpersonal, oral and written communication skills
- Demonstrate familiarity and ability to navigate and utilize Microsoft Office programs (Word, Excel, Power Point, Outlook); perform data entry (Access); keep good records
- Functions as an active SE team member to ensure clients' employment needs are met and program goals and deliverables are met.

Travel: local travel and occasional out of town travel for training - driving and proof of insurance required

Hourly Rate Range: \$14.00 to \$20.000 (appropriate for education and experience)

Mental Health America offers the following benefits: health care insurance, long term disability, company match for Simple IRA, holiday pay, sick/personal/vacation pay. Eligibility for benefits is determined by hours worked. EOE Employer.